



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
HEADQUARTERS 29<sup>TH</sup> INFANTRY DIVISION  
VIRGINIA ARMY NATIONAL GUARD  
9810 FLAGLER ROAD  
FORT BELVOIR, VIRGINIA 22060-5902

S: 31 May 2013

NGVA-DIV-CS

25 April 2013

MEMORANDUM FOR RECORD

SUBJECT: 29th ID Officer Vacancy, Equal Opportunity Advisor

1. This vacancy announcement is for the position of Equal Opportunity Advisor (EOA).

a. Projected fill date: On or about 01 August 2013

b. Unit where vacancy exists: 29th Infantry Division, 9810 Flagler Road BLDG 268, Fort Belvoir, Virginia 22060

c. Female assignment eligibility: YES

d. Position MOS: 01A00 (IM)

e. Grade/Rank: O4 or O5/MAJ or LTC

f. Eligibility Criteria:

(1) Open to all Soldiers in the grade of O4/MAJ and O5/LTC who are members of the 29<sup>th</sup> Infantry Division. Soldiers must be a member of the Virginia Army National Guard or are eligible to become a member of the Virginia Army National Guard.

(2) Current Military Technicians in Virginia are eligible to apply, however AGR's are not eligible.

2. How to apply: Interested candidates must submit the documents listed below no later than **31 May 2013** to 29th Infantry Division, ATTN: MAJ John McLees, Deputy G1, **9810 Flagler Road, BLDG 268, Fort Belvoir, VA 22060.**

a. Memorandum requesting consideration from officer applying with reason why the officer wants to be the Division EOA.

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b. DA Photo within two years; photo must reflect current rank, awards/ribbons; (if the award/ribbon is on your DA photo, it must be reflected on your ORB).

c. Current DA FORM 705 (APFT), within the past year with at least two tests, to include Height and Weight, go and no go.

d. DA Form 5500-R/5501-R, Body Fat worksheet with-in 30 days (if required).

e. Height/weight certificate (within 30 days).

f. MEDPROS printout indicating Periodic Health Assessment is current.

g. DA Forms 67-9 (OERs), for the past five years (Must be electronically profiled or certified true copy; UIC, CMD Code and PSB Code must be filled out for Part I; gaps, overlaps, or non-rated periods must be explained in Memorandum format).

h. Officer Record Brief.

i. Most recent DA 1059 (indicating highest military education completed).

j. Letter of recommendation from chain of command.

3. Point of contact is MAJ McLees at 703-805-3429.

WILLIAM J. COFFIN  
COL, GS, VaARNG  
Chief of Staff